

Reports 3~~SECRET~~
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Assistant to DCI

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Director of Training

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Weekly Summary Report

INTRODUCTION

The items of this past week reflect both the preoccupation of schools and staffs with budget matters and the beginning of a planning cycle for the coming fall. Of interest, however, is (1) the tentative beginning of a regular process of office rotation for Junior Officer Trainees, (2) the completion of plans for an OTR intensive course in Russian, and (3) the efficiency demonstrated by the use of a new method for processing training evaluations in the last course in Clandestine Methods and Techniques.

ROTATION FOR JUNIOR OFFICER TRAINEES

Arrangements were made with the [REDACTED] of the Requirements Staff, FI, to supply that office with a Junior Officer Trainee for on-the-desk training for a period of approximately fourteen weeks on a continuing basis for the next year at least. Each succeeding JOT will be trained for a two-week period by his predecessor. Thus the needs of the Requirements Staff will be filled and certain JOTs will be given valuable background experience for future assignments. It is hoped that similar arrangements can be made for JOTs to acquire other types of basic experience so that, before assuming final case-officer responsibilities, they will have acquired thorough familiarity with a number of phases of DD/P work.

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OTR INTENSIVE COURSE IN RUSSIAN

The Language and External Training School has now completed plans for an intensive Russian course to be given by members of its staff. The course will run 11 months, 9 in the Recreation and Services Building and 2 at the Colby College Russian Language Workshop.

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In collaboration with the faculty of the Clandestine Methods and Techniques course, the Assessment and Evaluation Staff recently devised a new method for processing training evaluations. Final evaluation of students formerly required three to six weeks of intensive labor by the faculty. This new method, first used in Clandestine Methods and Techniques No. 12, reduced this time to 20 hours. Clandestine Methods and Techniques No. 13 further cut the hours required to five. The new procedures also aided the student in precise fulfillment of his assignments and reduced the variations in faculty evaluation of students.

NEW COURSE

By agreement with the FI Staff, OTR assumes complete responsibility for the management of the next Audio-Surveillance course to be given in October. Former FI instructors will act as guest lecturers on specialized subjects.

BRIEFINGS

- 1. At the request of the Office of the DCI, the Chief, Orientation and Briefing Division, briefed [REDACTED] [REDACTED]
[REDACTED] nature, mission and functions of CIA.**
- 2. By request from the Planning and Program Coordination Staff, DD/P, six Marine Corps officers will be included in the next Introduction Program.**

MB:1bc

MATTHEW SAIRD

cc: 1 - DD/P
1 - DD/I
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Orig. & 1 - Addressee
1 - DTR (yellow)
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